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DD/ST# 1751-63

21 OCT 1963

ADM-2

MEMORANDUM FOR: Deputy Director (Science & Technology)

THROUGH : Executive Officer, DD/S&T

ATTENTION : Assistant Director, Office of Special Activities

SUBJECT : Survey of Financial Practices in OSA Budget and Fiscal Office

1. A Task Group recently completed a survey of all Budget and Fiscal Offices of the Office of the Deputy Director (Plans) as a part of an overall plan to survey budget and fiscal offices throughout the Agency. These surveys were recommended by the Financial Advisory Committee to ascertain wherein budget and financial procedures, methods and techniques could be improved and to what extent financial reports can be simplified or otherwise improved.

2. The Comptroller survey of the DD/P Budget and Fiscal Offices, in my judgment, was a very productive effort. We are now conducting a survey within the Office of the Deputy Director (Support), and are ready to extend our survey to your Office of Special Activities. These surveys should serve a very useful purpose in determining specific areas where (a) procedures, methods and techniques may be improved, (b) more efficient use of manpower may be made, and (c) any existing duplication of record keeping may be eliminated.

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25X1A [redacted] of the Technical Accounting Staff and [redacted]

25X1A [redacted] of the Budget Division, have been designated to conduct the survey of OSA. They have been instructed to give primary emphasis to determining the actual activities performed, methods used in performance, and statistical data relating thereto, including manpower available, volume and value of transactions handled, etc. On-the-spot criticisms or procedural modifications will not be made, but recommendations will be included in our final report of the survey.

4. Our survey plan has been discussed with the Executive Officer, DD/S&T, and informal arrangements have been made with the OSA Budget and Fiscal Officer to accumulate the information called for by the attached schedule for use in connection with our proposed survey. It is our understanding that all of such data has now been assembled.

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5. It is particularly important that this survey be begun by 23 October because of TDY assignments scheduled by several key individuals in OSA who should be interviewed. Accordingly, unless you advise to the contrary, Messrs. [redacted] will initiate the survey on 23 October. We shall be pleased to discuss any aspect of this proposed survey with you at your convenience. 25X1A

[redacted]
Acting Comptroller

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